

2016 TRAINING CALENDAR

For further information, please contact:

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◆ASCP Level 1 Elective ◆◆ASCP Level 2 Elective ◆◆◆ASCP Level 3 Elective ◆◆◆◆ASCP Level 4 Elective

*CPM Program Elective Credit +Cost includes book or instrument

[Course Descriptions – Click Here](#)

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
JULY					
14-16	HRCP Level 4	8:30–4:00	\$300	--	--
14-16	Critical Supervisory Skills	8:30–4:00	\$350	15	--
20-24	CSM Level 1	8:30–4:00	\$400	--	--
21-23	ASCP Level 2	8:30-4:00	\$300	--	--
27-31	Basic Supervisory Course	8:30-4:00	\$300	*30	--
AUGUST					
4-6	PROFESSIONAL DEVELOPMENT CLUSTER 1				
4	• Cultural Intelligence	8:30-4:00	\$80	6	--
5	• Decisions, Decisions	8:30-4:00	\$80	6	--
6	• Finding the “I” in Team	8:30-4:00	\$80	6	--
5-7	HRCP Level 2	8:30–4:00	\$300	--	--
7	Advanced Writing for the CPM Program	8:30-4:00	\$205+	6	--
10-14	CPM Level 4	8:30–4:00	\$350	--	--
11-13	ASCP Level 2 Electives				
11	• Stress Management	8:30-11:30	\$60	--	◆◆3
11	• Rights & Responsibilities	1:00-4:00	\$60	--	◆◆3
12	• How to Manage Multiple Priorities	8:30-4:00	\$80	--	◆◆6
13	• Advanced Cultural Diversity	8:30-4:00	\$80	--	◆◆6
12-14	ASCP Level 2 (East MS State Hospital)	8:30-4:00	\$350	--	--
17-21	CSM Level 2 (Batesville)	8:30-4:00	\$400	--	--
18-20	ESCP Level 4	8:30-4:00	\$300	--	--
24-28	Basic Supervisory Course	8:30-4:00	\$300	*30	--
24-28	CSM Level 3	8:30-4:00	\$350	--	--
31-Sept 4	CPM Level 5	8:30-4:00	\$350	--	--
SEPTEMBER					
1-3	Critical Supervisory Skills	8:30–4:00	\$350	15	--
1-3	ASCP Level 2 Electives (East MS State Hospital)				
1	• Stress Management	8:30-11:30	\$60	--	◆◆3
1	• Rights & Responsibilities	1:00-4:00	\$60	--	◆◆3
2	• How to Manage Multiple Priorities	8:30-4:00	\$80	--	◆◆6
3	• Advanced Cultural Diversity	8:30-4:00	\$80	--	◆◆6
8	Advanced Presentation Skills	8:30-4:00	\$80	6	
9-11	HRCP Level 1	8:30-4:00	\$300	--	--
9-10	7 Habits of Highly Effective People “for non-managers”	8:30-4:00	\$310+	--	--
14-18	CSM Level 2 (Hattiesburg)	8:30-4:00	\$400	--	--

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
SEPTEMBER					
15-17	ESCP Level 5	8:30-4:00	\$300	--	
21-25	Basic Supervisory Course	8:30-4:00	\$300	*30	--
21-25	CSM Level 2	8:30-4:00	\$350	--	--
22-24	PROFESSIONAL DEVELOPMENT CLUSTER 2				
22	• Responding to a Charge of Discrimination	8:30-4:00	\$80	6	--
23	• Workplace Violence: Minimizing the Risk	8:30-4:00	\$80	6	--
24	• The Professional Approach: Relevant in Today's Workplace	8:30-4:00	\$80	6	--
28-Oct 2	CSM Level 1	8:30-4:00	\$400	--	--
28-30	ASCP Level 3	8:30-4:00	\$300	--	
OCTOBER					
6-8	ASCP Level 1	8:30-4:00	\$350	--	
6-7	ESCP Level 4 Electives				
6	• Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	\$60	--	◆◆◆3
6	• Partnering with Your Boss	1:00-4:00	\$60	--	◆◆◆3
7	• Building Your Network	8:30-11:30	\$60	--	◆◆◆3
7	• Your Purpose Pathway: Five Steps Along the Way	1:00-4:00	\$60	--	◆◆◆3
9	Customer Service for Industry Professionals	8:30-11:30	\$60	--	
12-14	Critical Supervisory Skills	8:30-4:00	\$350	15	--
13-15	ESCP Level 6	8:30-4:00	\$300	--	
16	Grant Writing	8:30-4:00	\$80	6	--
19-23	Basic Supervisory Course	8:30-4:00	\$300	*30	--
19-20	ASCP Level 1 Electives				
19	• Writing Advantage	8:30-4:00	\$205+	--	◆6
20	• Overview of Government	8:30-11:30	\$60	--	◆3
20	• Cultural Diversity	1:00-4:00	\$60	--	◆3
21-23	PROFESSIONAL DEVELOPMENT CLUSTER 3				
21	• Speak Big! Speak Up!	8:30-4:00	\$80	6	--
22	• Professionalism in the Workplace	8:30-4:00	\$80	6	--
23	• Professional Grammar	8:30-4:00	\$80	6	--
26-28	ASCP Level 3 (East MS State Hospital)	8:30-4:00	\$350	--	
26-28	HRCF Level 3	8:30-4:00	\$300	--	--
NOVEMBER					
2-6	CSM Level 2	8:30-4:00	\$350	--	--
2-3	7 Habits of Highly Effective People	8:30-4:00	\$310+	--	--
4-6	HRCF Level 5	8:30-4:00	\$300	--	--
9-10	ASCP Level 3 Electives				
9	• Navigating the Road to Job Success	8:30-11:30	\$60	--	◆◆3
9	• Things I Would Like to tell My Boss	1:00-4:00	\$60	--	◆◆3
10	• Legislative & MSPB Regulation Updates	8:30-11:30	\$60	--	◆◆3
10	• Positive Work Environment	1:00-4:00	\$60	--	◆◆3
10-11	ASCP Level 3 Electives (East MS State Hospital)				
10	• Navigating the Road to Job Success	8:30-11:30	\$60	--	◆◆3
10	• Things I Would Like to tell My Boss	1:00-4:00	\$60	--	◆◆3
11	• Legislative & MSPB Regulation Updates	8:30-11:30	\$60	--	◆◆3
11	• Positive Work Environment	1:00-4:00	\$60	--	◆◆3
12-13	Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	*14	--
18-20	Critical Supervisory Skills	8:30-4:00	\$350	15	--
20	Advanced Writing for the CPM Program	8:30-4:00	\$205+	6	
30-Dec 4	Basic Supervisory Course	8:30-4:00	\$300	*30	--
30-Dec 4	CSM Level 3	8:30-4:00	\$350	--	--

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
DECEMBER					
7-9	Critical Supervisory Skills	8:30-4:00	\$350	15	--
9-10	7 Habits of Highly Effective People “for non-managers”	8:30-4:00	\$310+	--	--
11	Advanced Presentation Skills	8:30-4:00	\$80	--	◆◆◆◆◆6
JANUARY					
11-15	Basic Supervisory Course	8:30-4:00	\$300	*30	--
11-15	CSM Level 1	8:30-4:00	\$400	--	--
12-14	PROFESSIONAL DEVELOPMENT CLUSTER 4				
12	• Developing Empathy With Your Boss	8:30-4:00	\$80	6	--
13	• Managerial Courage	8:30-4:00	\$80	6	--
14	• 5 Choices of Extraordinary Productivity	8:30-4:00	\$205+	6	--
18-20	ASCP Level 2	8:30-4:00	\$300	--	
20-22	HRCP Level 4	8:30-4:00	\$300	--	--
22	Advanced Writing for the CPM Program	8:30-4:00	\$205+	6	
25-29	CPM Level 4	8:30-4:00	\$350	--	--
25-26	ASCP Level 1 Electives				
25	• Writing Advantage	8:30-4:00	\$205+	--	◆6
26	• Overview of Government	8:30-11:30	\$60	--	◆3
26	• Cultural Diversity	1:00-4:00	\$60	--	◆3
FEBRUARY					
2-3	ESCP Level 6 Electives				
2	• Recipe for Success: PIE	8:30-11:30	\$60	--	3
2	• Leadership at Every Level	1:00-4:00	\$60	--	3
3	• Qualities of a Successful Mentor	8:30-4:00	\$80	--	6
3-5	HRCP Level 2	8:30-4:00	\$300	--	--
8-12	Basic Supervisory Course	8:30-4:00	\$300	*30	--
10	Grant Writing	8:30-4:00	\$80	6	--
11-12	7 Habits of Highly Effective People	8:30-4:00	\$310+	--	--
16-18	ASCP Level 1	8:30-4:00	\$350	--	
22-26	Basic Supervisory Course (MS Emergency Mgmt Agency)	8:30-4:00	\$300	*30	--
22-26	CSM Level 2	8:30-4:00	\$350	--	--
23-25	ASCP Level 3	8:30-4:00	\$300	--	
29-Mar 4	CPM Level 5	8:30-4:00	\$350	--	--
MARCH					
14-18	Basic Supervisory Course (Hattiesburg)	8:30-4:00	\$350	*30	--
14-16	PROFESSIONAL DEVELOPMENT CLUSTER 5				
14	• Media Matters: Managing the Media and Your Message	8:30-4:00	\$80	6	--
15	• Getting Your Message Across	8:30-4:00	\$80	6	--
16	• Powerful and Painless Presentations	8:30-4:00	\$80	6	--
15-17	ASCP Level 2	8:30-4:00	\$300	--	
21-25	Basic Supervisory Course	8:30-4:00	\$300	*30	--
21-25	CSM Level 3	8:30-4:00	\$350	--	--
23-25	HRCP Level 5	8:30-4:00	\$300	--	--
28-Apr 1	CSM Level 1	8:30-4:00	\$400	--	--
28-30	ESCP Level 4	8:30-4:00	\$300	--	
28-30	ASCP Level 2 Electives				
28	• Stress Management	8:30-11:30	\$60	--	◆◆3
28	• Rights & Responsibilities	1:00-4:00	\$60	--	◆◆3
29	• How to Manage Multiple Priorities	8:30-4:00	\$80	--	◆◆6
30	• Advanced Cultural Diversity	8:30-4:00	\$80	--	◆◆6
APRIL					
4-8	Basic Supervisory Course	8:30-4:00	\$300	*30	--
4-6	ASCP Level 3	8:30-4:00	\$300	--	
8	Customer Service for Industry Professionals	8:30-11:30	\$60	--	

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
APRIL					
11-15	CPM Level 6	8:30-4:00	\$350	--	--
11-13	Critical Supervisory Skills	8:30-4:00	\$350	15	--
13-14	ASCP Level 1 Electives				
13	• Writing Advantage	8:30-4:00	\$205+	--	◆6
14	• Overview of Government	8:30-11:30	\$60	--	◆3
14	• Cultural Diversity	1:00-4:00	\$60	--	◆3
18-20	ESCP Level 5	8:30-4:00	\$300	--	
22	Advanced Writing for the CPM Program	8:30-4:00	\$205+	6	
27-29	HRCP Level 3	8:30-4:00	\$300	--	--
28-29	Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	*14	--
MAY					
2-6	Basic Supervisory Course (Batesville)	8:30-4:00	\$350	*30	--
2-6	CSM Level 2	8:30-4:00	\$350	--	--
3-4	ASCP Level 3 Electives				
3	• Navigating the Road to Job Success	8:30-11:30	\$60	--	◆◆◆3
3	• Things I Would Like to tell My Boss	1:00-4:00	\$60	--	◆◆◆3
4	• Legislative & MSPB Regulation Updates	8:30-11:30	\$60	--	◆◆◆3
4	• Positive Work Environment	1:00-4:00	\$60	--	◆◆◆3
4-6	HRCP Level 1	8:30-4:00	\$300	--	--
9-13	Basic Supervisory Course	8:30-4:00	\$300	*30	--
10-12	ASCP Level 1	8:30-4:00	\$350	--	--
11-13	ASCP Level 2 Electives				
11	• Stress Management	8:30-11:30	\$60	--	◆◆3
11	• Rights & Responsibilities	1:00-4:00	\$60	--	◆◆3
12	• How to Manage Multiple Priorities	8:30-4:00	\$80	--	◆◆6
13	• Advanced Cultural Diversity	8:30-4:00	\$80	--	◆◆6
16-18	ESCP Level 6 (MS Library Commission)	8:30-4:00	\$300	--	--
18-20	PROFESSIONAL DEVELOPMENT CLUSTER 6				
18	• Managing Managerial Courage	8:30-11:30	\$60	3	--
18	• Hot Buttons	1:00-4:00	\$60	3	--
19	• Legal Rights and Resp. of the Public Manager	8:30-4:00	\$80	6	--
20	• Strategic Planning and Goal Management 101	8:30-4:00	\$80	6	--
24-25	7 Habits of Highly Effective People “for non-managers”	8:30-4:00	\$310+	--	--
25-27	Critical Supervisory Skills	8:30-4:00	\$350	15	--
27	Advanced Presentation Skills	8:30-4:00	\$80	6	
JUNE					
1-2	ASCP Level 3 Electives				
1	• Navigating the Road to Job Success	8:30-11:30	\$60	--	◆◆◆3
1	• Things I Would Like to tell My Boss	1:00-4:00	\$60	--	◆◆◆3
2	• Legislative & MSPB Regulation Updates	8:30-11:30	\$60	--	◆◆◆3
2	• Positive Work Environment	1:00-4:00	\$60	--	◆◆◆3
1-3	Critical Supervisory Skills	8:30-4:00	\$350	15	--
6-10	Basic Supervisory Course	8:30-4:00	\$300	*30	--
6-7	ESCP Level 4 Electives				
6	• Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	\$60	--	◆◆◆◆3
6	• Partnering with Your Boss	1:00-4:00	\$60	--	◆◆◆◆3
7	• Building Your Network	8:30-11:30	\$60	--	◆◆◆◆3
7	• Your Purpose Pathway: Five Steps Along the Way	1:00-4:00	\$60	--	◆◆◆◆3
13-17	Basic Supervisory Course (MS Emergency Mgmt Agency)	8:30-4:00	\$300	*30	--
20-24	CSM Level 3	8:30-4:00	\$350	--	--

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